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86-2570

MEMORANDUM FOR: Chairman, DA Secretarial Panel

VIA: Deputy Director for Administration

FROM: Hugh E. Price
Director of Personnel

SUBJECT: DA Evaluation Criteria for Secretarial
Performance Awards and Promotions

1. I have reviewed the secretarial ranking factors and skill guidelines submitted by your Directorate Personnel Officer. I find them to be fully in line with the spirit and intent of the new secretarial system. They provide both the supervisor and the secretary with a good understanding of what is expected at each secretarial level and also provide sufficient latitude to permit individual offices to make any adjustments they may feel necessary at the lower IS levels.

2. As we move into this first ranking and evaluation period it will be particularly incumbent upon those who write the Performance Appraisal reports to provide clear and concise examples of the types of work being performed. It will be these examples that may differentiate between those secretaries who receive performance awards and those who do not. Historically, ranking panels have struggled with trying to understand exactly what is meant by various statements on the many performance appraisal reports they must review. Never will this be more true than now. Clarity of meaning is absolutely essential in the new secretarial system.

3. Overall the DA Secretarial Panel did a fine job in establishing criteria for secretarial advancement, which while flexible enough for the Directorate provide for essential uniformity across Directorates. Additionally, because each Directorate's criteria is so similar in content, I am convening a group to develop one set of secretarial promotion and performance award criteria. A representative of your choice from the DA Secretarial Career Panel will be designated to participate in the working group.



Hugh E. Price

OP/PA&E/PMCD  (10 Dec 86)

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